

Program Leader Hybrid Checklist

- 1. Login to the CSUS account
- 2. Open Zoom (Host) and make the personal laptop a co-host
- 3. Queue up MS Power Point slide deck(s) & film(s)
- 4. Test audio
- 5. Adjust classroom sound volume as necessary
- 6. Name change(s) as necessary
- 7. Check two optimization buttons on share screen feature if you are using videos
- 8. Test MS Power Point & video/film/DVD
- 9. Start Zoom recording to Cloud
- 10. Welcome class – state date/time, seminar title, Zoom recording & distribute on Sun.
- 11. Program Leader shares MS Power Point
- 12. Program Leader shares video/film from DVD/USB drive
- 13. Have students mute their audio & video
- 14. Mute Program Leader's audio & video
- 15. Turn off the lavalier microphone
- 16. Hide the floating tool bar at the top of the Zoom screen
- 17. Enlarge screen to hide icons
- 18. Stop sharing video/film from DVD/USB drive
- 19. Unmute Program Leader's audio & video
- 20. Turn on lavalier microphone
- 21. Invite students to unmute audio & video
- 22. Conduct discussion or breakout room
- 23. Breakout room size – estimate based on desired number of members per room
- 24. Stop Zoom recording
- 25. Log out of CSUS account

Tech Host Hybrid Checklist

Set up

- Laptop → Zoom, Participants, Chat, Record, etc.
- Pad 1 → Emails, texts, from Zoom students (optional)
- Pad 2 or Phone → Zoom w/o audio to see what the Zoomer's are seeing (optional)

Tech Host Checklist

- 1. Open Zoom app on Laptop & Pad
- 2. Log into Zoom on both devices
- 3. Phone - Stop calls on other devices
- 4. Program Leader (Host) sets the tech host and seminar guests as Co-Host
- 5. Make sure Program Leader has the Zoom mike working
 - Might have to leave classroom with Pad/Phone to hear if there is an issue. Cannot do in classroom due to the ECHO effect.*
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- 7. Start ZOOM recording
- 8. Mute sound/hide Zoomer's video as needed
- 9. Pause recording during Movies or Breakouts (optional)
- 10. Program Leader shares movie (optional)
- 11. Take an attendance count and make a note of it
- 12. Unpause recording as appropriate
- 13. Make sure Program Leader has the Zoom mike working (after a movie or music)
- 14. Unmute/show Zoom video (during classroom student and Zoomer open discussions)
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- 16. Stop ZOOM recording
- 17. Share the student counts with Program Leader